

KentuckyHistoricalSociety

Kentucky Oral History Commission
100 W. Broadway • Frankfort, KY 40601
502-564-1792 • (fax) 502-564-0475 • history.ky.gov

User Application (Researcher)

Name:	Affiliation:
Address:	
City/State/Zip:	
Telephone:	Email:

I, _____, hereby make application to obtain a copy of the following materials for the stated purpose listed below and to be used according to the stipulation herein specified.

Item Ref. #	Item Description	Source Collection

I wish to use this material in connection with (**check all that apply**):

- ☐ Dissertation, paper, or thesis ☐ Web ☐ Exhibit ☐ Article or book
☐ Presentation ☐ Video/Film ☐ Other (please specify)

Project Title:	
Project Publisher (if applicable):	
Est. Distribution Size:	
Est. Distribution Date:	

PLEASE SIGN ON REVERSE →

For office use only:	
Approved? (Y/N) _____	If no, reason not approved: _____
Date Due: _____	Date returned: _____
Unreturned materials: _____	

Use and Quotation Policy

Authorization must be granted by the Kentucky Historical Society (which includes the Kentucky Oral History Commission) to use or publish by any means any archival material to which the Society holds copyright. To obtain authorization, users will submit a completed Use Agreement to the Kentucky Historical Society Special Collections & Reference Services. Fees for all uses, excepting non-profit or other use, with the intent to enhance understanding of or appreciation for Kentucky's heritage will be assessed on a case-by-case basis and added to the cost of reproduction.

Users may not alter, distort, or change in any way the text or the image to be used, unless otherwise authorized by the Society. Researchers are responsible for obtaining permission to publish by any means any material held at the Society but to which the KHS does not hold copyright. The Society is not responsible for any copyright infringement.

Users will not quote or otherwise reproduce in part or in whole any archival material, without citing the "**Kentucky Historical Society**," and without giving explicit written acknowledgement of the collection from which it was obtained, as designated by the Society.

Users will present to the Kentucky Historical Society Special Collections & Reference Services one (1) copy of any publication using materials held by the Society or will provide any other proof of appropriate acknowledgment and citation as the Society will designate.

Only material that will not be physically damaged by the process of duplication will be copied. The Society reserves the right to withhold permission for the reproduction of any material involving unusual difficulty or great risk to the original.

Direct or indirect use of oral history interviews in the body of, or in preparation for any published document shall be acknowledged wherever such acknowledgements are recorded in the text of the publication. The acknowledgement shall include the following phrase:

". . . tape recorded interviews with _____, Kentucky Historical Society/Kentucky Oral History Commission, Frankfort, Kentucky."

I have read and I agree to the above stipulations.

Signature (requestor): _____	Date: _____
Signature (KHS staff): _____	Date: _____

The Kentucky Historical Society authorizes one-time use of the collection material specified in this document. In authorizing the use of this material, the Kentucky Historical Society does not surrender its own rights or its authority to grant use authorization to others. Nor does this authorization remove the user's responsibility to guard against the infringement of rights that may be held by others.